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29 March 1974

MEMORANDUM FOR: Equal Employment Opportunity Officer DDM&S

SUBJECT : Affirmative Action Plan for Equal Employment Opportunity - Office of Training

1. As background to the Office of Training Affirmative Action Plan the following statistical data are submitted: The Office of Training has a total of [redacted] careerists, of whom [redacted] are women (including [redacted] minority group women). Of the [redacted] (or 3%) represent minority groups, resulting in a total of [redacted] the on-duty strength of the Training Career Service representing minorities. Within the grades GS-9 through GS-14, OTR's minority statistics are as follows:

25X1
25X1
25X1
25X1
25X1

	Women	Other Minorities
GS-14	2	
GS-13	3	
GS-12	2	
GS-11	4	2
GS-10	3	
GS-09	7 *	

*including one black

2. The Action Plan which follows is keyed to the applicable general objectives as stated in the CIA Affirmative Action Plan:

OBJECTIVE 2: Increase and sharpen recruitment efforts to reach and attract job candidates from all sources.

a. OTR officers, in terms of public relations, attend many professional meetings. They have and will be further encouraged to talk with prospects for employment, with emphasis on recruiting individuals in minority groups.

b. OTR will request the Career Training Program to provide three career trainees per year, of whom we would expect at least one to be from a minority group.

25X1

[redacted]

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c. We will continue to encourage the Office of Personnel, in its clerical and professional recruitment efforts, to provide us with candidates representing minority groups.

d. OTR publishes and circulates vacancy notices for all positions (clerical and technical). We also circulate vacancy notices which come to OTR from other Agency components.

OBJECTIVE 3: To utilize fully the present employee skills.

a. During the summer of 1973 we organized a Task Force of secretaries who conducted a survey of all OTR clerical personnel for the purpose of improving efficiency and productivity. The results of the survey implemented suggestions toward elevating the stature of the clerical staff (most of whom are women).

b. All OTR employees have and will continue to be encouraged to take advantage of internal and external training opportunities for the purpose of betterment of skills and upward mobility.

c. Certain positions have been or will be restructured to provide better ladders of progression, both at the clerical and professional levels.

d. There is in OTR a follow-up interview program, particularly among clerical personnel, to assess job satisfaction and ensure proper utilization of skills.

OBJECTIVE 4: To provide opportunities for employees to enhance their skills, perform at their highest potential, and advance in accordance with their abilities in light of available opportunities (Upward Mobility):

a. We now have a training profile developed for each grade, tailored to types of positions, monitored by a senior Training Officer.

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b. Career Counseling for all MT careerists is available and was recently announced by an OTR Notice distributed to all employees. One of the three counselors (designated by grade) is a woman.

c. The most recent appointment as OTR Equal Employment Opportunity Officer is a woman. The EEO officer will ensure that no barriers to the full employment of women/minority employees at all levels in OTR will exist. She is prepared to receive problems or complaints of discrimination, be they blatant or subtle, real or imagined. Complaints will be received in confidence.

d. The Training Career Service Board ranks on a semi-annual basis all GS-10's and above for the purpose of ensuring that all personnel are considered for training, promotion and/or reassignment.

e. We shall ensure that the administration of personnel actions (hiring, promotions, job assignment) is done without regard to sex or race.

f. We will not tolerate attitudes, customs or habits which might deny women and minorities consideration for any position at any level, thus bringing practice in accord with principles based solely on merit.

g. We have encouraged each supervisor to discuss career plans and aspirations with women/minority employees with the aim of clarifying and delineating career development, eliminating dead-end jobs and bridging the gap between clerical and professional positions.

h. We have ensured the participation of women/minority employees in the life of OTR by their presence on promotion panels and boards, planning committees, professional conferences and as nominees for external and internal training opportunities.

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3. Office of Training policy does not advocate preferential treatment for women or minority employees which would thwart the merit system. EEO goals are completely compatible with good management practices. We wish only to eliminate any waste or underutilization of any of our personnel through indifference, ignorance and omissions. The EEO policy of OTR will therefore be one to ensure affirmative action and review of the status of all minority employees on a regular and continuing basis.

(SIGNED)
Alfonso Rodriguez
Director of Training

25X1

EEO/TR: [redacted] maq (25 Mar 74)
Distribution:
Orig & 1 - Adse
2 - DTR
2 - EEO/TR w/background

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ADMINISTRATIVE - INTERNAL USE ONLY

OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : TRAINING ACCOUNTABLE OFFICER(S): Chief, Plans & Development Staff

RESOURCES REQUIRED:

OBJECTIVE: Provide training support equivalent to at least that provided in FY 1973 (estimated [redacted] student days) with a reduction of 2.34% in staff personnel from FY 1973.

$ 9,862,000
A.E. [redacted]

STAT

OVERALL EVALUATION:
(Circle One)

+ (=) ? -

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
STAT Training Support: 160 classes, [redacted] student days,	30 September 1973	30 September 1973
STAT [redacted] classes, [redacted] student days	31 December 1973	31 December 1973
160 classes, student days	31 March 1974	31 March 1974
150 classes, student days	30 June 1974	
STAT Totals: 610 classes, [redacted] student days		

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

OFFICE : OTR ACCOUNTABLE OFFICER(S): DTR

RESOURCES REQUIRED:

OBJECTIVE: # 2 Examine the training activities of the Office of Training on the basis of cost effectiveness.

$ 60,000
A.E. 3

OVERALL EVALUATION* (Circle One)

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
1. Brief Curriculum Committee on scope of the Language Learning Center (LLC) goals and responsibilities presenting options for fulfillment	14 December 1973	13 December 1973
2. Submit for DTR approval revised (LLC) goals and responsibilities	29 March 1974	29 March 1974
3. Coordinate revised LLC goals and responsibilities with Language Development Committee	Week of 8 April 1974	" "
4. Complete coordination within Directorates (through	Week of 3 June 1974	

*If overall evaluation is either P or F, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

OFFICE : OTR ACCOUNTABLE OFFICER(S): DTR

OBJECTIVE: #2 Examine the training activities of the Office of Training on the basis of cost effectiveness.

RESOURCES REQUIRED:
$
A.E.

OVERALL EVALUATION*
(Circle One)
+ (=) - /

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
(Cont.) 4. directorate representatives on LDC)		
5. Implement LLC revised program	1 July 1974	
6. Initiate study of management training, using LLC	16 April 1974	
experience, and emphasizing comparative cost and		
potential for personnel savings		
7. Brief Curriculum Committee on management training	Week of 28 May 1974	
scope, goals and responsibilities presenting options	" "	
for fulfillment	" "	

*If overall evaluation is either - or /, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

OFFICE : OTR ACCOUNTABLE OFFICER(S): DTR

RESOURCES REQUIRED:

$

A.E.

OBJECTIVE:: #2 Examine the training activities of the Office of Training on the basis of cost effectiveness.

OVERALL EVALUATION*
(Circle One)

+ (=) - /

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
8. Submit for DTR approval revised management training goals and responsibilities	Week of 1 July 1974	
9. Coordinate revised management training goals with Board of Overseers	Week of 15 July 1974	
10. Implement revised Management Training program	2 September 1974	
	"	
	"	
	"	

*If overall evaluation is either - or /, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR ACCOUNTABLE OFFICER(S): C/SRS

RESOURCES REQUIRED:

OBJECTIVE:: #3 Increase Professional and Substantive Expertise and Balance on the Professional Staff of OTR Yet Within the 5% Reduction.

$ Negligible
A.E.

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: February - March 1974

(±) = ∂ ≠

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
1. Estimate OTR professional staff losses and gains through 30 June 75	31 October 1973	25 October 1973
2. Conduct review of ongoing and needed actions to augment professional staff through:	28 December 1973	18 December 1973
a. internal adjustments within OTR		
b. lateral transfers from other Agency Components		
c. CT Candidates		

*If overall evaluation is either ∂ or ≠, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR ACCOUNTABLE OFFICER(S): C/SRS

RESOURCES REQUIRED:

$
A.E.

OBJECTIVE:: #3 Increase Professional and Substantive Expertise and Balance on the Professional Staff of OTR Yet Within the 5% Reduction.

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: February - March 1974

... (+) = ÷ ≠

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
d. External recruitment		
3. Plan assignment changes and external training programs to be undertaken in 1974 by professional staff personnel	28 February 1974	28 February 1974
4, Assure that adequate budgetary provisions are made for external training of professional staff	28 February 1974	28 February 1974
5. Review staff augmentation plans in light of	29 March 1974	25 March 1974

*If overall evaluation is either ÷ or ≠, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

OFFICE : OTR ACCOUNTABLE OFFICER(S): C/SRS

OBJECTIVE: #3 Increase Professional and Substantive Expertise and Balance on the Professional Staff of OTR Yet Within the 5% Reduction.

RESOURCES REQUIRED:

$ Negligible
A.E.

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: February - March 1974 ... (+) = ? ✓

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
FY 75 ceiling reductions and projected personnel and organizational changes		
6. Update 1974 assignment and external training plans for professional staff personnel	30 April 1974	
7. Conduct comprehensive review of ongoing and needed actions to augment and realign professional staff, taking into account projected losses, gains, training plans, and reassignments	28 June 1974	

*If overall evaluation is either ? or ✓, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR ACCOUNTABLE OFFICER(S): C/SRS

RESOURCES REQUIRED:
$
A.E.

OBJECTIVE:: #3 Increase Professional and Substantive Expertise and Balance on the Professional Staff of OTR Yet Within the 5% Reduction.

OVERALL EVALUATION*
(Circle One)
(+) = - ≠

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
8. Update estimate of OTR professional staff losses and gains through 30 June 1975	30 September 1974	
9. Revise OTR T/O to reflect FY 75 Ceiling Adjustments	31 October 1974	
10. Plan assignment changes and external training programs to be undertaken in 1975 by professional staff personnel	31 January 1975	
11. Assure that adequate budget provisions are	28 February 1975	

*If overall evaluation is either - or ≠, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR ACCOUNTABLE OFFICER(S): C/SRS

RESOURCES REQUIRED:

OBJECTIVE: #3 Increase Professional and Substantive Expertise and Balance on the Professional Staff of OTR Yet Within the 5% Reduction.

$
A.E.

OVERALL EVALUATION*
(Circle One)

STATUS REPORT FOR MONTHS OF: February - March 1974 ... (+) = - ≠

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
made for external training of professional		
staff		
12. Review staff augmentation plans in light	30 April 1975	
of FY 76 ceiling adjustments and projected		
personnel and organizational changes		

*If overall evaluation is either - or ≠, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

OFFICE : OTR ACCOUNTABLE OFFICER($): SRS RESOURCES REQUIRED:

OBJECTIVE: #4 Reduce OTR's Personnel and Space by 5% in FY 75 $ Negligible
A.E.

OVERALL EVALUATION* (Circle One)

STATUS REPORT FOR MONTHS OF: February - March 1974 + (=) - /

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
1. Identify possible staff positions that could be cut in FY 75	31 August 1973	3 August 1973
2. Establish Task Force to survey current and projected space requirements	30 September 1973	14 September 1973
3. Estimate OTR staff losses and gains through 30 June 1975	31 October 1973	25 October 1973
4. Identify tentatively those employees who may become surplus as result of FY 75 position cuts	31 October 1973	25 October 1973

*If overall evaluation is either - or /, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR ACCOUNTABLE OFFICER(S): SRS

RESOURCES REQUIRED:

$

A.E.

OBJECTIVE:: Reduce OTR's Personnel and Space by 5% in FY 75

#4

OVERALL EVALUATION*
(Circle One)

+ (=) − ≠

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
5. Submit work order for move of Clerical Faculty from Ames Building to C. of C.	30 November 1973	14 November 1973
6. Complete move of Clerical Faculty to C. of C.	31 January 1974	18 December 1973
Determine number of and identify staff positions (at least 13) to be cut in FY 75 to achieve 5% reduction	31 March 1974	28 February 1974
8. Plan move of ALT from Rosslyn to Hqs. Bldg. (or to C. of C. if Hqs. space is not available)	31 March 1974	See Issue #2

*If overall evaluation is either − or ≠, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR ACCOUNTABLE OFFICER(S): SRS

RESOURCES REQUIRED:

$

A.E.

OBJECTIVE:: #4 Reduce OTR's Personnel and Space by 5% in FY 75

OVERALL EVALUATION*
(Circle One)

+ (=) - /

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
9. Complete move of ALT to Hgs. (or C. of C.)	30 April 1974	
10. Update estimate of OTR staff losses and gains through 30 June 1975	30 June 1974	
11. Identify and report those employees to be declared surplus as result of FY 75 position cuts	30 June 1974	
12. Update survey of current and projected space requirements	30 June 1974	
13. Plan actions to reduce space by 5% (at least 3,800) during FY 75	31 August 1974	

*If overall evaluation is either - or /, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR ACCOUNTABLE OFFICER(S): SRS

RESOURCES REQUIRED:

$

A.E.

OBJECTIVE:: #4 Reduce OTR's Personnel and Space by 5% in FY 75

OVERALL EVALUATION*
(Circle One)

+ (=) - /

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
14. Review progress in space reduction efforts and plans as necessary	31 January 1975	
15. Review actions taken to reduce personnel and ceiling to assure that goals will be met while at same time maintaining proper organizational and staff balance	31 January 1975	
16. Assure that personnel and space reductions have been initiated to do so	30 April 1975	

*If overall evaluation is either - or /, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

OFFICE : OTR ACCOUNTABLE OFFICER(S): C/FTD

RESOURCES REQUIRED:

$ 30,000
A.E. 3

OBJECTIVE:: #5 Determine in FY 1974 the extent to which the content of the present information science training program should be revised to support the intelligence information systems in CIA and the Community in FY 1975.

OVERALL EVALUATION*
(Circle One)

+ (=) - /

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
1. Construct and forward questionnaires for circulation at office level in CIA and to DIA and NSA concerning program direction and requirements for FY 1975	30 November 1973	30 November 1973
2. Construct and forward "feedback" questionnaires to all students who completed programs in FY 1973	15 December 1973	15 December 1973
3. Receive responses from both offices and students	1 February 1974	1 February 1974

*If overall evaluation is either - or /, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

OFFICE : OTR ACCOUNTABLE OFFICER(S): C/FTD

RESOURCES REQUIRED:

$
A.E.

OBJECTIVE:: #5 Determine in FY 1974 the extent to which the content of the present information science training program should be revised to support the intelligence information systems in CIA and the Community in FY 1975

OVERALL EVALUATION*
(Circle One)

+ (=) - /

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
4. Present findings and recommendations to DTR	1 March 1974	See Issue #1
5. Submit curriculum for FY 1975	1 April 1974	

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

OFFICE : OTR ACCOUNTABLE OFFICER(S): FTD

RESOURCES REQUIRED:

$ 24,000
A.E. 1.0

OBJECTIVE:: #6 Better prepare officers at all career levels (Junior, Middle, and Senior) to assume supervisory and managerial responsibilities, particularly those involving decision-making and execution of policy, via the modification of existing courses or the establishment of new courses.

OVERALL EVALUATION*
(Circle One)

* (=) ↑ ↓

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
1. a) Analysis in depth of the pilot running of the Advanced Management Course, and b) recommendations for revisions of content in accordance with an already established schedule.	a) 19 October 1973 b) 17 December 1973	19 October 1973 17 December 1973
2. The Fundamentals of Supervision and Management Course will be reviewed and revised as necessary. Materials relating to current Agency policies and practices will be incorporated.	13 May 1974	

*If overall evaluation is either ↑ or ↓, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 19 74

OFFICE : OTR ACCOUNTABLE OFFICER(S): FTD

RESOURCES REQUIRED:

$
A.E.

OBJECTIVE: #6: Better prepare officers at all career levels (Junior, Middle, and Senior) to assume supervisory and managerial responsibilities, particularly those involving decision-making and execution of policy, via the modification of existing courses or the establishment of new courses.

OVERALL EVALUATION*
(Circle One)

+ = ✓ ✗

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
5. Research the Executive Conference Concept and	28 June 1974	
design a program for implementation in FY '75.		

*If overall evaluation is either + or ✗, please complete Problem Analysis Sheet.

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PROBLEM ANALYSIS SHEET

FOR MONTHS OF February - March, FY 1974

OFFICE : OTR

OBJECTIVE #6 : See Attached

OVERALL EVALUATION: P or F (Circle One)

MILESTONE(S)	PROBLEM DESCRIPTION (Including Effect on Objective)	ACTION	
		Underway/Completed	Recommend DD/A
	A change in Functional Training Division manage-		
	ment prompted a review of this objective. As a		
	result the wording of the objective was changed		
	slightly; the action plan was modified. Account-		
	able officers were changed and specific tasks		
	were re-orded with a corresponding change in		
	target dates. The purpose remains unchanged.		

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR ACCOUNTABLE OFFICER(S): C/PDS

OBJECTIVE:: #7 Beginning in FY 1974, to be operative by the end of FY 1975, support the Agency's effort toward systematic career development of its employees (a) by assisting heads of the major components in developing prototype training profiles for key categories of their personnel, and (b) by developing an information system, using OTR's computerized training records as a base.

RESOURCES REQUIRED:
Projected $ 50,000 (OTR only)
A.E.

OVERALL EVALUATION*
(Circle One)
+ = (0) -

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
(a) 1. Submit to DD/M&S proposed plan for implementing development by Deputy Directors of training profiles for their careerists.	30 September 1973	
2. Ascertain in collaboration with the Deputy Directors, definitions of categories of personnel for whom training profiles will be developed.	31 March 1974	The 31 March date is no longer valid because of a revised action plan. The new action plan will be submitted as part of the carry-over DD-level objective for training profiles. The 30 June 1974 date remains valid.
3. Provide assistance to individuals in the directorates who have responsibility for developing training profiles. (Assistance is to include information on	30 June 1974	

*If overall evaluation is either 0 or -, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR ACCOUNTABLE OFFICER(S): C/PDS

RESOURCES REQUIRED:
$
A.E.

OBJECTIVE: #7 Beginning in FY 1974, to be operative by the end of FY 1975, support the Agency's effort toward systematic career development of its employees (a) by assisting heads of the major components in developing prototype training profiles for key categories of their personnel, and (b) by developing an information system, using OTR's computerized training records as a base.

OVERALL EVALUATION*
(Circle One)
+ = - ?

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
internal and external training opportunities and		
records of training.)		
(b) 1. Initiate discussion with OJCS Task Force to outline	31 May 1974	
OTR's objective(s) in developing a data base.		
2. Submit OTR's requirements to OJCS.	30 June 1974	
3. Complete essential reprogramming of training data to retrieve information required by OTR to establish a	To be coordinated with OJCS	
responsive schedule of training and to respond to requirements of Deputy Directors for training data	"	
necessary to complete training profiles for personnel in the directorates.	" " "	

*If overall evaluation is either - or ?, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR ACCOUNTABLE OFFICER(S): C/PDS

RESOURCES REQUIRED:
$
A.E.

OBJECTIVE:: #7 Beginning in FY 1974, to be operative by the end of FY 1975, support the Agency's effort toward systematic career development of its employees (a) by assisting heads of the major components in developing prototype training profiles for key categories of their personnel, and (b) by developing an information system, using OTR's computerized training records as a base.

OVERALL EVALUATION*
(Circle One)
+ = ? /

STATUS REPORT FOR MONTHS OF: February - March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
4. Test the programs and recommend action to Director of Training.	Depends on (3) above.	

*If overall evaluation is either ? or /, please complete Problem Analysis Sheet.

25X1

E2 IMPDET

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PROBLEM ANALYSIS SHEET

FOR MONTHS OF February - March, BY 1974

OFFICE : OTR

OBJECTIVE #7 : See Attached

OVERALL EVALUATION: + or - (Circle One)

MILESTONE(S)	PROBLEM DESCRIPTION (Including Effect on Objective)	ACTION	
		Underway/Completed	Recommend DDP&T
	1. Had hoped that initiative for this new approach would come from the Management Committee. That did not happen.		
	2. During October the OTR Career Development Office met with the DDO and DDM&S Senior Training Officers. There were no definitions of training categories developed although considerable interest and willingness to cooperate was expressed. (DDO proceeding with profiles of GS-13s, due June 15)		
	3. In the meantime, OTR (MAP) conducted a feasibility study which confirmed validity of		

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PROBLEM ANALYSIS SHEET

FOR MONTHS OF February - March, FY 1974

OFFICE : OTR

OBJECTIVE #7 : See Attached

OVERALL EVALUATION: + or - (Circle One)

MILESTONE(S)	PROBLEM DESCRIPTION (Including Effect on Objective)	ACTION	
		Underway/Completed	Recommend DD/[illegible]
	approach but recommended deferring OJCS partici-		
	pation until prototype profiles were developed.		
	4. In January assign to PDS/OTR an OTR officer		
	to follow up on actions already initiated.		
	5. At this time the 30 June 74 target is consi-		
	dered valid although interim milestones have		
	slipped. Will verify at the next Management		
	Conference.		

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR/PDS ACCOUNTABLE OFFICER(S): DTR

RESOURCES REQUIRED:

$ negligible
A.E.

OBJECTIVE: #8 Develop a program performance evaluation system to be operative in FY 1975 for the continued evaluation of ongoing OTR programs, to determine if objectives are being met and to permit continuing identification of marginal programs and activities which can be curtailed or eliminated.

OVERALL EVALUATION* (Circle One)

+ (=) - /

STATUS REPORT FOR MONTHS OF: February-March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
Language Learning Center; Intelligence Institute:	January 16 1974	See Topic #2
25X1 [redacted] SA/OT; Functional Training Division	January 17 1974	
Career Training Staff; Chief, Services & Registration Staff; Chief, Plans & Development Staff	January 18 1974	
Language Learning Center: Intelligence Institute	February 20 1974	
25X1 [redacted] SA/OT; Functional Training Division	February 21 1974	

*If overall evaluation is either - or /, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR/PDS ACCOUNTABLE OFFICER(S): DTR

OBJECTIVE: #8 Develop a program performance evaluation system to be operative in FY 1975 for the continued evaluation of ongoing OTR programs, to determine if objectives are being met and to permit continuing identification of marginal programs and activities which can be curtailed or eliminated.

RESOURCES REQUIRED:
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A.E.

OVERALL EVALUATION*
(Circle One)
+ = ø ✓

STATUS REPORT FOR MONTHS OF: February-March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
Career Training Staff; Chief, Services & Registration Staff; Chief, Plans & Development Staff	February 22 1974	
25X1		
Language Learning Center; Intelligence Institute	March 21 1974	
[redacted] SA/OT; Functional Training Division	March 22 1974	
Career Training Staff; Chief, Services & Registration Staff; Chief, Plans & Development Staff	March 23 1974	
	" "	
	" "	

*If overall evaluation is either ø or ✓, please complete Problem Analysis Sheet.

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OBJECTIVE AND ACTION PLAN
FISCAL YEAR 1974

OFFICE : OTR/PDS ACCOUNTABLE OFFICER(S): DTR

RESOURCES REQUIRED:
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A.E.

OBJECTIVE: #8 Develop a program performance evaluation system to be operative in FY 1975 for the continued evaluation of ongoing OTR programs, to determine if objectives are being met and to permit continuing identification of marginal programs and activities which can be curtailed or eliminated.

OVERALL EVALUATION*
(Circle One)
+ = ∅ /

STATUS REPORT FOR MONTHS OF: February-March 1974

MILESTONES	Scheduled Completion Date (Day, Month, Year)	Actual Completion Date (Day, Month, Year)
Language Learning Center; Intelligence Institute	April 25 1974	
[redacted] SA/OT; Functional Training Division	April 26 1974	
Career Training Staff; Chief, Services & Registration Staff; Chief, Plans & Development Staff	April 27 1974	
Language Learning Center; Intelligence Institute	May 23 1974	
[redacted] SA/OT; Functional Training Division	May 24 1974	
Career Training Staff; Chief, Services & Registration Staff; Chief, Plans & Development Staff	May 25 1974	

*If overall evaluation is either ∅ or /, please complete Problem Analysis Sheet.

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